

GCCYS 2016-2017 Coordinator Season Setup Guide



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Registering Teams

Coordinators are expected to register all of their teams on-line in advance of deadlines that will be communicated on a per league basis. Registration is available from the Season Setup section of your Coordinator Portal or the Portals->Coordinator->Season Setup option from the main web site menu.

Team Types and Levels of Play

The league will offer several different levels of play. When registering, coordinators need to choose the appropriate team type and skill level associated with the team. The following is a list of team types.

- **Instructional (grades 3 thru 5)** All 3rd-5th grade teams are considered to be Instructional
- **Recreational (grades 6 thru 8)** All teams are assumed to be recreational unless otherwise designated as competitive. These teams are defined as non-competitive teams. If a parish or school has more than one recreational team in a grade, all teams are considered balanced teams, where by all teams have an equal balance of skills across all teams. Positional play is acceptable however “roughly equal” playtime is expected except in cases of disciplinary action.
- **Competitive (grades 6 thru 8)** Teams and leagues that have opted for the competitive designation where teams are formed based on skills in relationship to an athlete’s peers. Positional play is typical and play time minimums are defined by each parish or schools booster program. The league has no playtime requirements. No competitive teams may be formed prior to 6th grade unless approved by the Youth Commission and the GCCYS.

In regards to skill levels, teams that are registered as Instructional or Recreational teams should choose Balanced as their skill level. Competitive teams can choose a skill level from 1 (highest) to 5 (lowest). Below is a screen shot from the actual registration form. **PLEASE NOTE that while you might register a team at a specific skill level, the league reserves the right to move teams up or down a skill level based on the performance of the team the past school year or if there is a shortage of registered teams to cover all skill levels (i.e. only 20 teams are registered for a grade, there are not enough teams to have a separate division for each of the 5 skill levels).**

Team Type *

- Instructional
- Recreational
- Competitive

Instructional (All teams grades 3 thru 5)

Competitive (Most teams Grades 6 thru 8 - Skill Levels 1 thru 4): Teams and leagues that have opted for the competitive designation where teams are formed based on skills in relationship to an athlete's peers. Positional play is typical and play time minimums are defined by each parish or schools booster program. The league has no playtime requirements. No competitive teams may be formed prior to 6th grade unless approved by the Youth Commission and the GCCYS.

Recreational (Skill Level 5 Grades 6 thru 8): All teams are assumed to be recreational unless otherwise designated as competitive. These teams are defined as non-competitive teams. If a parish or school has more than one recreational team in a grade, all teams are considered balanced teams, where by all teams have an equal balance of skills across all teams. Positional play is acceptable however “roughly equal” playtime is expected except in cases of disciplinary action.

Skill Level *

Balanced ▾

All 3rd-5th grade Instructional and Recreational teams should choose Balanced

Skill levels 1 through 5 should be chosen for 6th - 8th grade teams

Skill Level 1: Competitive, no playing time requirements, A+ or A team, equivalent to CYO level 61, 71, 81

Skill Level 2: Competitive, no playing time requirements, A- or B+ team, equivalent to CYO level 62, 72, 82

Skill Level 3: Competitive, no playing time requirements, B team, equivalent to CYO level 63, 64, 73, 74, 83, 84

Skill Level 4: Competitive, no playing time requirements, B- team, equivalent to CYO level 65, 66, 75, 76, 85, 86

Skill Level 5: Recreational, roughly equal playing time, C team, equivalent to CYO level 67, 77, 87, and higher

Team Registration

When registering teams in your organization, you **MUST have the following information** about each team in order for the system to approve your registration:

1. **School Grade:** grade of the players on the team (3rd through 8th)
2. **Team Type:** Instructional (grades 3 thru 5); Recreational (grades 6 thru 8); Competitive (grades 6 thru 8).
3. **Skill Level:** Choose **Balanced** for all Instructional and Recreational teams and choose Level 1 through Level 5 for all Competitive teams.
4. **Coach Name:** First and last name of the head coach. If this is not known yet, please put the school grade for the coach first name (i.e. 3rd, 4th, 5th, etc ...) and a team number by grade for the coach last name (e.g. if you have 3 teams playing in 6th grade in your parish, give them a coach last name of "Team 1", "Team 2", "Team 3").
5. **Coach Email:** Email address for the head coach (please take the time to get this correct as coach accounts are created based on this email address!!!!). If the head coach is not yet known, then enter your email address.
6. **Coach Phones:** Cell phone and home phone number for the head coach (please supply at least one of these, preferably the cell phone number)
7. **Coach Address:** Home address of the head coach
8. **Assistant Coach:** Enter the name of the assistant coach (optional)
9. **Preferred Gym:** if you have more than one gym at your disposal for home games, please choose the gym from the drop-down list that is more suitable for this team (i.e. younger grades play in smaller gyms).

A screen shot of the on-line Team Registration form is shown below. You may choose to Register Another Team after you click Save Registration otherwise, you will be re-directed back to your portal.

Coach First Name *

when registering a team, if the coach is not yet known, please enter the grade for the first name (i.e. "3rd", "4th", "5th", etc...)

Coach Last Name *

when registering a team, if the coach is not yet known, please enter a designation for team number for the last name (e.g. if you are registering 3 teams for 6th grade, enter a coach last name of "Team 1", or "Team 2", etc...)

Coach Email *

please enter a valid email address and double-check your entry as this address will be used to create an account for the coach (coordinator's should enter their own email address if a coach is not yet known)

Coach Cell Phone

please enter a cell phone number for the coach in the following format: xxx-xxx-xxxx

Coach Home Phone

please enter a home phone number for the coach in the following format: xxx-xxx-xxxx

Coach Address

optionally enter the street address of the head coach

Country

Address 1 *

Address 2

City *

State *

ZIP code *

Assistant Coach Name

Preferred Gym

Optionally choose a preferred gym for this team to play their home games. This is helpful if you have different sized gyms and you need older kids to play in the larger gyms and younger kids to play in smaller gyms or if you want to run basketball in one gym and volleyball in another gym, etc ...

Register Another Team? *

N

Y

Viewing Registered Teams

Once teams have been registered, coordinators can view them in the My Registered Teams section of their portal. Once the league has reviewed information about the registered team, the status of the team will be changed and the team will no longer show in this section of the portal but instead on the My Teams section. Note that while a team is still in Registered status, the coordinator can Edit the team (to update coach name, email address, phone numbers, or registration information such as grade, team type, or skill level). In some cases, the coordinator might determine that a team will no longer play in the league (e.g. due to not enough players signing up). While in Registered status, the coordinator may click on the Remove Team button to delete the team from the system.

My Registered Teams

The following teams are those that are registered for league play. While in registered status, you can change any attributes that were specified during registration OR you can remove the team. Once the status of the team has been approved by the league, it will no longer be displayed in this block and you will no longer be able to delete the team.

Coordinators can now choose the leagues they want to follow on their portal by editing their account (click button below). For instance, if you are only managing the boys basketball program at your parish, you are probably not interested in viewing information about the girls volleyball program. You can simply edit your account and follow a specific league. In addition, if you subscribe to game change notifications for your teams and/or gyms, you will only receive the notifications associated with the league you are following.

[Change League Settings](#)

Fall Girls Volleyball

	Coach	Email	Phone	Grade	Team Type	Skill Level	Concussion Training Date ?		
Edit	5th Team 1	bill@test.com	513-555-1212	5th	Instructional	Balanced			Remove Team

Scheduling Conflicts

Before the league builds the schedule, coordinators can communicate potential scheduling conflicts for their parishes and teams (coaches). Please note that once the schedule process begins as communicated by the league, new scheduling conflicts **WILL NOT** be taken into consideration. All conflicts will be reviewed by the GCCYS league coordinator and either accepted or rejected. Accepted conflicts will be scheduled around for league play.

The following is a list of acceptable conflicts:

1. A parish or school event
2. Any event that causes the head coach AND all assistant coaches to be unavailable

A screen shot of the form used to enter scheduling conflict information is shown below. Coordinators can log the following types of conflicts:

1. Parish/School Level
2. Grade Level
3. Team Level

When entering conflicts, the coordinator should first choose the conflict level. Once the conflict level is chosen, the coordinator must enter the grade (if grade level) or team from a drop-down list (if team level). Then, a conflict date/time, and a description of the conflict must be entered and the conflict can then be submitted to the league by pressing the Submit button. All conflicts will be reviewed by the GCCYS league coordinator and either accepted or rejected.

Another way to speed up the data entry process is to take advantage of the Repeat check box on the Conflict Date field on the form. If you have a conflict that occurs, for example every Saturday from 9am-12pm, there is no need to enter a conflict for every Saturday. Simply enter the date for the first conflict (with start and end times, **TO AND FROM DATE SHOULD BE THE SAME!!!**), check the Repeat check box, and then enter the end date of the last Saturday the conflict occurs. It is also possible to exclude or include other dates.

Please use this form to communicate potential game scheduling conflicts for your entire parish/school, a specific grade, or for a specific team. If you have an parish/school-wide conflict, please choose a Conflict Type of parish/school and fill out the form once. The conflict will be applied to all teams. If you have a conflict, for example, for all 8th graders, DO NOT fill out this form for every 8th grade team. Please choose a Conflict Type of grade, specify the grade, fill it out once.

You will be asked to define the date(s) and time(s) of the potential conflict. Game will not be scheduled for your teams to start anytime within the window that you specify if the conflict is approved. All scheduling conflicts will be reviewed by the league and classified as approved or rejected.

Conflict Level *

- grade
- parish/school
- team

please choose the appropriate conflict level

1. parish/school - conflict applies to ALL teams for a parish/school
2. grade - conflict applies to ALL teams in a specific grade at a parish/school
3. team - conflict applies to a specific team

Conflict Date *

All Day

Date	Time
<input type="text" value="06/03/2016"/>	<input type="text" value="01:30pm"/>
<small>E.g., 06/03/2016</small>	<small>E.g., 01:30pm</small>

Date	Time	to: *
<input type="text" value="06/03/2016"/>	<input type="text" value="01:30pm"/>	
<small>E.g., 06/03/2016</small>	<small>E.g., 01:30pm</small>	

Repeat

Conflict Description *

please describe the conflict

Submit Another Conflict? *

- N
- Y

indicate whether or not you want to submit another conflict

Gym Availability

The league relies on gym space provided by our member parishes and schools to conduct both league games and the post-season tournament. Please note the deadline to communicate gym availability to the league as published on the league web site. Any delay in getting gym availability to the league will result in a degradation of the quality of the schedule and/or a delay in releasing the schedule.

Here are some guidelines regarding gym availability:

1. The more gym space that you give the league to schedule games for your teams, the better your schedule will be.
2. The league will not necessarily use all of the gym space you provide to us, but the more gym space you give us initially provides us with better flexibility and will result in a much better schedule.
3. We will fill gym slots contiguously, meaning if we have 4 games to play at your gym on a given day we won't schedule them to take place at 9am, 11am, 2pm, and 6pm.

The screen shots below show the Gym Availability calendar as well as the Add Calendar Entry interface. The calendar is a GUI tool that can be used to drag and drop existing gym availability blocks which will result in changes to the gym availability schedule. In addition, in the weekly and daily view, the size of a gym availability block can be increased or decreased by dragging the edge of the block up or down.

Please use the calendar to communicate to the league all of your gym availability, **including the season-ending tournament weeks!** Please provide gym availability for to schedule league games for all days of the week. Please note that games will only be scheduled during weekday evenings if gym time on the weekend is completely used up.

GYM STATUS LEGEND

- [available to league](#)
- [closed](#)
- [organization use](#)
- [practice](#)
- [unavailable](#)

Add Calendar Entry

Coordinators, please use this calendar to communicate to the league available gym time (available to the league) which will be utilized to schedule league games. Here are some tips on how to use the calendar:

- Utilize repeating dates
- Click on entry to edit
- Drag and drop availability blocks
- Shrink and expand in week/day view
- Start time is time first game can begin
- End time is time last game must end
- Only other coordinators at your parish/school can see your entries

Facility

- Any -

Apply

Today

September 2015

Month

Week

Day

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5 6:00p - 9:00p Sacred Heart FF	6
7	8	9	10	11	12 6:00p - 9:00p Sacred Heart FF	13
14	15	16	17	18	19 6:00p - 9:00p Sacred Heart FF	20
21	22	23	24	25	26	27 3:00p - 6:00p Sacred Heart FF
28	29	30	1	2	3	4

The screen shot below is the gym availability entry form. Specify the gym, the start and end time of the gym availability, and if the availability is repeating (i.e. all Fridays from 6pm to 9pm). The start time specified is the time the first game can begin and the end time is the time the last game will conclude. Please use the repeating date function to make this a much quicker process. Gym availability can be edited by expanding the availability block, dragging it a different date/time, or clicking on the availability block to edit the form.

The league only requires that you specify time that is “available to league” that allows us to schedule games. If you would like, you can use this as a tool to better manage your times by creating blocks that can be “closed”, “organization use”, “practice”, and “unavailable”. The league will not do anything with these types of availability blocks, but they are available if you would like to use them. When choosing a “practice” slot, you can also specify the name of the team practicing from a drop down list of teams that you have registered.

Gym *
- Select a value -

Gym Schedule Date *

Show End Date

Date	Time	
06/03/2016	02:00pm	
<small>E.g., 06/03/2016</small>	<small>E.g., 02:00pm</small>	

Date **Time** **to:**

06/03/2016	02:00pm	
<small>E.g., 06/03/2016</small>	<small>E.g., 02:00pm</small>	

Repeat

Gym Schedule Status *

- available to league
- closed
- organization use
- practice
- unavailable

choose the status of the gym associated with the time blocks you will specify below (available indicates that the blocks are available to the league to schedule games)

FORM INSTRUCTIONS: Please pay close attention to what you are doing with the gym schedule date. You can really speed up the time it takes to enter gym availability by using repeating dates. For instance, your gym is open for the league to schedule games every Saturday from 9am to 5pm for a specific date range. You can check the Repeat box and supply your date range. **MAKE SURE WHEN USING REPEATING DATES, the original from and to date should be the same date.** A video tutorial is available on our YouTube channel.

Roster Requirements

Roster information **MUST** be submitted to the league for all players before the first game of the season. While roster information can be entered on-line by clicking on the Roster icon next to each team on your portal (roster entry form is shown below), the league **will accept a one-time initial load of roster information via an Excel file** to help speed up the process for coordinators that have a large number of teams and do not want to enter all of their players on-line. This will also be beneficial to those organizations that use their own registration system where this information is already on-line. A link to the Excel file will be placed on your portal 3 weeks before the start of the season. Here are the requirements for this Excel file:

1. All roster information must be placed on a single sheet within the document (tabs for each team will not be accepted)
2. The name of the team must be spelled EXACTLY the same as it is on the GCCYS web site (a drop-down list will be provided)
3. The GCCYS will provide a template file for use by the organizations that will be available on your coordinator portal by November 1st for all winter league teams.
4. The GCCYS will only process ONE file. Please do not send a file early and then expect the league to process multiple changes to it. All changes to the initial information must be made on-line.

Add Player(s) *

Player First Name *	<input type="text"/>
Player Last Name *	<input type="text"/>
Date of Birth *	<input type="text" value="09/27/2015"/> <small>Format: 09/27/2015</small>
School Grade *	<input type="text" value="- Select a value -"/>
Parish/School *	<input type="text" value="- Select a value -"/> <small>please enter the parish where the player resides or the private (non-Catholic) school the player attends</small>
School Attended *	<input type="text"/> <small>please enter the school that the player attends</small>
Jersey Number	<input type="text"/> <small>optionally enter the player's jersey number if known</small>
Cell Phone	<input type="text"/>
Email Address *	<input type="text"/> <small>please enter at least one email address</small>
Address	<input type="text"/>
Street *	<input type="text"/>
City *	<input type="text"/>
State/Province *	<input type="text"/>
Postal code *	<input type="text"/>

[Show row weights](#)